

## Child Care Emergency Plan

Instructions: State law requires the following providers to use this form to create an emergency preparedness plan: (1) licensed child care centers (Minn. Stat. 245A.41, Subd. 3), (2) licensed family child care providers (Minn. Stat. 245A.51, Subd. 3), and (3) certified child care centers (Minn. Stat. 245H.15). Please refer to the Keeping Kids Safe planning guide for guidance in creating your emergency preparedness plan.

### 1. Provider Information

DATE CREATED	DATE(S) REVISED
August 2018	June 2019; August 2020; July 2021; July 2022

PROVIDER NAME

Valley Preschool

ADDRESS	CITY	STATE	ZIPCODE
413 S. Greeley St.	Stillwater	MN	55082

PHONE NUMBER	EMERGENCY PHONE
(651) 439.8850	(651) 439.3585

### 2. Shelter-in-Place / Lockdown Procedures If we need to stay in the building due to an emergency, the following procedures will be followed

LOCATION 1 (IN-BUILDING)	LOCATION 2 (IN-BUILDING)
Lower-level, carpeted area	Lower-level, west room

PROCEDURES FOR SHELTER-IN-PLACE / LOCKDOWN Describe your procedures (who, what, where, when) In the event of dangerous weather or a lockdown situation, students will be led to the safe zone located in the carpeted area of the basement (lower level). One teacher will lead, assisting students as they descend. The second teacher will grab the phone and any medications (if needed) and do a final sweep of all rooms to ensure all students have made it down safely.

### SHELTER-IN-PLACE / LOCKDOWN FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS

Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions Any student requiring physical assistance will be carried to the basement by the lead teacher and placed securely in the safe zone. Any medications used by students with chronic medical conditions will be grabbed by the second teacher prior to descending to the safe zone.

### Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN Weather conditions pose a threat to the well-being of the children or in the event an intruder is near or has entered the building.

---

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN Weather conditions made it necessary to seek shelter and/or when another situation requiring emergency action steps was required. Parents will be notified in real-time for situations requiring shelter lasting longer than 20 minutes.

---

### **Emergency Kit for Shelter-in-Place / Lockdown Situations**

PLEASE DESCRIBE YOUR EMERGENCY KIT. Please see Keeping Kids Safe for more information about how to use your emergency kit during shelter-in-place and lockdown situations Our Emergency Kit includes the following: first aid kit, flashlights (2), extra batteries, bottled water (stored in basement), phone, emergency contact information, facial tissues, and activities for children (stored at the base of the steps, right next to the safe zone).

---

Last Updated 10/17

### **3. Evacuation and Relocation Procedures**

IF WE NEED TO EVACUATE OUR SITE AND RELOCATE TO ANOTHER SITE, THE FOLLOWING PROCEDURES WILL BE FOLLOWED  
please see Valley Preschool's *Emergency Evacuation Plan*

---

EVACUATION ROUTES AND EXITS Show how you and the children will leave from any room in the building  
please see Valley Preschool's *Emergency Evacuation Plan*

---

EVACUATING INFANTS AND TODDLERS Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building Our student population does not include infants or toddlers (children under the age of 33 months)

---

EVACUATING CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS Describe any special circumstances or procedures needed for evacuating children with disabilities or chronic medical conditions from the building including procedures for storing a child's medically necessary medicine Medication is stored away from children in the front room on the top shelf of the cupboards. In the event of an emergency requiring evacuating, the second teacher to exit the space is responsible for grabbing the medicine and placing it in the emergency kit as quickly as possible.

---

**Notification**

---

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

all children and staff members are in a safe location and accounted for.

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

emergency responders have been notified, following the account of all children.

---

**Emergency Kit for Evacuation and Relocation Situations**

DESCRIBE YOUR EMERGENCY KIT. Please review Keeping Kids Safe for more information about how to use your emergency kit during evacuation and relocation situations

The Emergency Kit consists of a first aid kit, class rosters and emergency contact information for each student.

---

**Relocation - Location 1**

BUILDING NAME Neighbors' home (immediately south)	REASON(S) TO EVACUATE TO LOCATION 1 Fire, suspected unsafe air quality within building		
ADDRESS 419 S. Greeley St.	CITY Stillwater	STATE MN	ZIP CODE 55082
PHONE NUMBER (651)439.8850	EMERGENCY PHONE <b>911</b>		

TRANSPORTATION TO LOCATION 1

Walk

---

**OTHER DETAILS**

Our meeting place is next to the flag pole in the neighbors' front lawn, away from the school building.

---

**Relocation - Location 2 (optional)**

BUILDING NAME Golden Living Care Center - Greeley	REASON(S) TO EVACUATE TO LOCATION 2 Location #1 is deemed unsafe for whatever reason		
ADDRESS 313 S. Greeley St.	CITY Stillwater	STATE MN	ZIP CODE 55082
PHONE NUMBER (651) 439-5575	EMERGENCY PHONE <b>911</b>		

TRANSPORTATION TO LOCATION 2

Walk

---

---

OTHER DETAILS

---

#### 4. Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians or designated contacts as soon as it is safe.

---

PARENTS / GUARDIANS WILL BE NOTIFIED WHEN

all students are safe and accounted for. Once it has been determined that it is safe to leave the evacuation / safe zone site we will begin notifying parents (in alphabetical order, unless some other concern such as a student's medical condition is determined to a medical priority over that of another) of the status of their child(ren) and informing them of the most efficient and safe way to reunite them with their child(ren).

---

PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

Valley Preschool's Emergency Contact binder.

---

**Release** Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification) OTHER DETAILS ABOUT RELEASE OR REUNIFICATION

Children under Valley Preschool staff members' supervision will only be released to those individuals listed on the "Authorized Caregivers" form. *No exceptions.* An individual may be asked to produce a photo id in the event a staff member does not recognize and/or know the individual in question.

---

#### 5. Continuing Operations Procedures

In the period during and after a crisis, the following procedures will be followed regarding continuing operations

---

**Notification and Decision Making**

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION-MAKING PROCESS REGARDING CONTINUED OPERATIONS DURING A CRISIS — Sarah Peterson, Director (if not on-site already); Emergency Personnel (Fire Marshall; Police Chief; etc. to determine safety of building and surrounding areas)

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION MAKING-PROCESS REGARDING CONTINUED OPERATIONS AFTER A CRISIS

Sarah Peterson, Director (if not on-site already); Emergency Personnel (Fire Marshall; Police Chief; etc. to determine safety of building and surrounding areas; Board members (for non-emergency decision-making)

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS Safety of both the building and surrounding areas must be secured before operations can continue following an emergency/crisis.

## 6. Emergency Contact Information

### For Emergencies - Dial 911

#### Law Enforcement Agencies

CITY (if applicable) <b>Stillwater</b>	CONTACT NAME	
NON-EMERGENCY NUMBER <b>(651) 439-9381</b>	24-HOUR EMERGENCY NUMBER	
CITY (if applicable) <b>Oak Park Heights</b>	CONTACT NAME	
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER <b>(651) 439-4723</b>	

#### Utility Emergency Phone Numbers

ELECTRIC <b>1 (800) 895-1999</b>	COMPANY <b>XCEL Energy</b>	
CONTACT PERSON		24-HOUR EMERGENCY NUMBER

GAS	COMPANY <b>XCEL Energy</b>
CONTACT PERSON	24-HOUR EMERGENCY NUMBER <b>1 (800) 895-2999</b>

WATER <b>(651) 439-6231</b>	COMPANY <b>Board of Water Commissioners</b>
CONTACT PERSON	24-HOUR EMERGENCY NUMBER

**General Emergency Resource Numbers**

<b>MINNESOTA POISON CONTROL</b>	PHONE NUMBER <b>800-222-1222</b>
---------------------------------	-------------------------------------

CRIME VICTIM SERVICES <b>MINNESOTA CRIME VICTIM SUPPORT LINE</b>	PHONE NUMBER <b>866-385-2699</b>
---	-------------------------------------

POST-CRISIS MENTAL HEALTH HOTLINE <b>CANVAS HEALTH</b>	PHONE NUMBER <b>651-777-5222</b>
---	-------------------------------------

FIRE DEPARTMENT <b>STILLWATER FIRE DEPARTMENT</b>	PHONE NUMBER <b>651-351-4950</b>
--	-------------------------------------

OTHER	PHONE NUMBER
-------	--------------

NAME OF INSURANCE AGENCY <b>Valley Agencies Inc.</b>
---

INSURANCE CONTACT PERSON <b>Renee Peabody</b>	PHONE NUMBER <b>(715) 372-5390</b>
--	---------------------------------------

**Licensing or Certification Information**

LICENSING OR CERTIFICATION NUMBER <b>802590</b>
--

LICENSED OR CERTIFIED BY STATE OR COUNTY <b>MINNESOTA</b>
--

LICENSOR NAME <b>Kari Schmitz</b>	LICENSOR PHONE <b>(651) 431-2825</b>
--------------------------------------	---

**Child Care Assistance Program (CCAP) Information (If applicable)**

CCAP PROVIDER ID
------------------

CCAP AGENCIES REGISTERED WITH	CCAP AGENCY PHONE NUMBER(S)
-------------------------------	-----------------------------

**7. Identification of Hazards**

This section is provided as a resource for your emergency preparedness. It allows you to identify the risk of certain hazards occurring, the impact that a hazard could have if it did occur, and how you would continue operating during and after the emergency.

Attention licensed child care centers: You are not required to complete this section as you should have already identified potential risks and impacts as part of your Risk Reduction Plan (see Minn. Stat. 245A.66). If you have not addressed any of these hazards that could impact your site, you should use this section or add items to your Risk Reduction Plan.

HAZARDS	RISK OF HARM, POTENTIAL IMPACT AT YOUR SITE, AND PLAN FOR CONTINUING OPERATIONS DURING AND AFTER THE EMERGENCY
---------	--

Fire	see Risk Reduction Plan
Flood	see Risk Reduction Plan
Gas/Chemical Leaks	see Risk Reduction Plan
Hazardous Materials	see Risk Reduction Plan
High or Low Temperatures	see Risk Reduction Plan
Infectious Diseases	see Risk Reduction Plan
Nuclear Power Plant	There are two nuclear power plants in Minnesota, located in Welch and Monticello. The locations of these plants to not present "risk of harm."
Severe Winter Weather	see Risk Reduction Plan
Thunderstorm	see Risk Reduction Plan
Tornado	see Risk Reduction Plan
Violent Incidents	see Risk Reduction Plan
Other	see Risk Reduction Plan

## 8. Child Emergency Contact Information

You should collect each child's emergency contact information and keep it with your emergency kit(s). Licensed child care centers and licensed family child care providers already collect this information from parents/guardians upon enrollment.

Keep the following information with your emergency kit(s) in case of an emergency:

Child specific information:

- Child's name
- Child's address
- Child's date of birth
- (If applicable) Special instructions for children with disabilities or chronic medical conditions

Parent/guardian information:

- Name(s) & relationship to child
- Preferred contact information (i.e., phone number or email address)
- Alternate emergency contacts
- Individuals authorized for pick-up

For licensed family child care providers, this information is on the first page of each child's Admissions and Arrangements form. Keep a copy of the first page of each child's Admissions and Arrangements form with your emergency kit(s) so that the information can be easily accessed in an emergency.

Please note: Do not post any child-specific information with your emergency plan or share it with other parents.